

ACN: 062 284 084 ASX Code: SYS

# Notice of Annual General Meeting 2013

Friday 29 November 2013, 9.00 am (AEDST)

# **Syngas Limited**

Suite 1, 102 Gloucester Street, The Rocks, Sydney NSW 2000

#### NOTICE OF ANNUAL GENERAL MEETING 2013 AND EXPLANATORY NOTES

THIS IS AN IMPORTANT DOCUMENT AND REQUIRES YOUR IMMEDIATE ATTENTION

You should read the whole of this document before you decide whether and how to vote on the Resolutions in the Notice of Annual General Meeting.

Syngas Limited ("Syngas" or "the Company") will hold its Annual General Meeting (AGM) at 9.00 am (Sydney time) on Friday 29 November, 2013 at the registered office of the Company, Suite 1, 102 Gloucester Street, The Rocks NSW 2000 for the purpose of transacting the business set out in this Notice.

# **BUSINESS**

#### SYNGAS FINANCIAL REPORT

To receive the financial statements, directors' report and auditor's report for Syngas and its controlled entities for the year ended 30 June 2013.

Note: There is no requirement for shareholders to approve these reports.

#### **ELECTION OF DIRECTORS**

- 1) Ordinary resolutions to elect Directors:
  - a) Michael Cox, who retires by rotation and offers himself for re-election as a director of Syngas.
  - b) Drago Panich who, having been appointed as a director of Syngas effective on 8 May 2013 in accordance with the Company's constitution, and being eligible, offers himself for election as a director of Syngas.

Note: The non-candidate directors unanimously support the re-election of Mr Cox and the election of Mr Panich.

The Chairman of the Meeting ("Chairman") intends to vote available proxies in favour of the re-election of Mr Cox and the election of Mr Panich.

#### REMUNERATION REPORT

2) Non-binding ordinary resolution to adopt the Remuneration Report for the year ended 30 June 2013.

Note: This resolution is advisory only and does not bind the Company or the directors.

#### **VOTING PROHIBITION STATEMENT**

The Company will disregard any votes cast on Resolution 2 by or on behalf of any member of the Key Management Personnel, details of whose remuneration are included in the Remuneration Report, or any Closely Related Party of such a member, unless the vote is cast by a person as a proxy for a person entitled to vote in accordance with a direction on the Proxy Form or by the Chairman of the Meeting as proxy for a person entitled to vote and the Chairman has received express authority to vote undirected proxies as the Chairman sees fit.

The Chairman intends to vote available proxies in favour of this resolution.

The directors will consider the outcome of the vote and comments made by shareholders on the Remuneration Report at the meeting when reviewing the Company's remuneration policies.

If 25% or more of the votes that are cast are voted against the adoption of the Remuneration Report at two consecutive AGMs, shareholders will be required to vote at the second of those on a resolution (a "spill resolution") that another meeting be held within 90 days at which all of the Company's directors (other than the Managing Director and CEO) must go up for re-election.

By order of the Board

Ian Gregory Company Secretary 25 October 2013

# NOTES TO THE NOTICE OF ANNUAL GENERAL MEETING

#### **EXPLANATORY NOTES**

The accompanying Explanatory Notes form part of this Notice of Annual General Meeting and should be read in conjunction with it. Unless the context otherwise requires, terms which are defined in the Explanatory Notes have the same meaning when used in this Notice of Annual General Meeting.

#### **RECORD DATE**

The Board has determined that, for the purposes of the meeting, Shares will be taken to be held by the persons who are registered as a Security holder as at 7.00 pm (Sydney time) on Wednesday 27 November 2013. Accordingly Share transfers registered after that time will be disregarded in determining entitlement to attend and vote at the meeting.

#### **POLL**

On a poll, Security holders have one vote for every fully paid ordinary share held. On a show of hands, every person present and qualified to vote has one vote and if one proxy has been appointed, that proxy will have one vote on a show of hands. If a Security holder appoints more than one proxy, neither proxy may vote on a show of hands, but both proxies will be entitled to vote on a poll.

#### **REPRESENTATIVES**

A body corporate may appoint an individual as its representative to exercise any of the powers the body corporate may exercise at meetings of Security holders. The appointment may be a standing one. Unless the appointment states otherwise, the representative may exercise all of the powers that the appointing body could exercise at a meeting or in voting on a resolution. The representative should bring to the meeting evidence of his or her appointment, including any authority under which the appointment is signed, unless it has previously been given to the Company.

#### **PROXIES**

A proxy form accompanies this Notice of Annual General Meeting.

If you are entitled to attend and cast a vote at the meeting, you may appoint a person as your proxy to attend and vote for you at the meeting and that appointment may specify the proportion or number of votes that the proxy may exercise. If you are entitled to cast 2 or more votes at the meeting, you may appoint up to 2 proxies. If you appoint 2 proxies but do not specify the proportion or number of your votes that each proxy may exercise, each proxy may exercise half of your votes. A proxy does not need to be a Security holder.

If the proxy form is signed under a power of attorney, you must also lodge the power of attorney with the Company not less than 48 hours before the meeting, unless you have previously sent the power of attorney to the Company. If you chose to appoint a proxy, you are encouraged to direct your proxy how to vote on Resolutions by marking either "For", "Against" or "Abstain" on the Proxy Form for that Resolution. To appoint a proxy (or proxies) you must complete the attached proxy form and lodge it so that it is received by the Company not less than 48 hours before the meeting (i.e. by 9.00 am (AEDST) on Wednesday 27 November 2013) at the following address, fax number or vote online.

#### **METHODS OF VOTING**

BY MAIL - Computershare Investor Services Pty Limited

GPO Box 242 Melbourne Victoria 3001 Australia

**BY FAX** - 1800 783 447 (within Australia)

+61 3 9473 2555 (outside Australia)

#### ATTENDING THE MEETING

If attending the meeting, please bring your personalised proxy form with you as it will help you to register. If you do not bring your form with you, you will still be able to attend the meeting. You will be able to register from **8.30 am** on the day of the meeting.

If you have lodged an online vote, you are still entitled to attend the meeting. However, your attendance will cancel your online vote unless you instruct the Company or the registry otherwise.

#### HOW THE CHAIRMAN OF THE MEETING WILL VOTE UNDIRECTED PROXIES

If a member entitled to vote appoints the Chairman of the Meeting as their proxy and the member does not direct the Chairman of the Meeting how to vote on Resolution 2, the member may authorise the Chairman of the Meeting in respect of this Resolution to exercise the proxy notwithstanding this item is connected directly or indirectly with the Remuneration Report of a member of the Company's Key Management Personnel. Instructions are provided in the proxy form distributed with the notice of meeting.

If you appoint the Chairman of the Meeting as your proxy and you wish to vote differently to how the Chairman of the Meeting intends to vote on any of the items you must mark one of the boxes "For", "Against" or "Abstain" on the proxy form for the relevant Resolution.

The Remuneration Report identifies the Company's Key Management Personnel for the financial year to 30 June 2013. Their Closely Related Parties are defined by the Corporations Act, and include certain of their family members, dependants and companies they control.

#### **NON-CHAIR DIRECTED PROXIES**

Non-chair proxy holders are required to cast all of their directed proxies on all resolutions as directed if they vote. If a nominated proxy does not vote, the proxy will automatically default to the Chair, who has a duty to vote all directed proxies (s250BB of the Corporations Act).

#### **VOTING EXCLUSIONS**

There are no voting exclusions, other than the voting exclusion applicable to directors and other Key Management Personnel of the Company and their related parties as provided by the *Corporations Act* on Resolution 2.

# **EXPLANATORY NOTES**

# 1. FINANCIAL STATEMENTS AND REPORTS

The Corporations Act requires that the financial report, directors' report, remuneration report and auditor's report for the Company for the year ended 30 June 2013 be laid before the meeting. There is no requirement in the Corporations Act or the Company's Constitution for Security holders to approve those reports. The Chairman will allow a reasonable opportunity for Security holders to ask questions or make comments about those reports and the business and operations of the Company.

Security holders will also be given a reasonable opportunity to ask the auditor questions about the conduct of the audit, the preparation and content of the auditor's report, the accounting policies adopted by the Company in relation to the preparation of the financial statements and the independence of the auditor in relation to the conduct of the audit.

Mr George Dakis of Nexia Australia, as the auditor responsible for preparing the Auditor's Report for the year ended 30 June 2013 (or his representative), will attend the AGM.

To assist the Board and the auditor of the Company in responding to any questions you may have, please submit any questions you may have by fax or to the address below by no later than 5.00 p.m. (WST) on 21 November 2013.

By Post: Syngas Ltd, Suite 1, 102 Gloucester Street, The Rocks NSW 2000

By Facsimile: (02) 9475 4750 (within Australia)

By Facsimile: + 61 2 9475 4750 (outside Australia)

In person: Syngas Ltd, Suite 1, 102 Gloucester Street, The Rocks NSW 2000

As required under section 250PA of the Corporations Act, at the meeting, the Company will make available those questions directed to the auditor received in writing at least five business days prior to the AGM, being questions which the auditor considers relevant to the content of the Auditor's Report or the conduct of the audit of the annual Financial Report for the year ended 30 June 2013. The Chairman of the AGM will allow a reasonable opportunity for the auditor to respond to the questions set out on this list.

#### How to obtain a copy of the Annual Report 2013

Security holders who completed an election form to receive the Company's Annual Report (including the Financial Report) will be mailed a copy of the report.

Security holders who did not make an election to receive a hardcopy of the Annual Report (including the Financial report) are able to access an electronic version of the Company's 2013 Annual Report on the ASX website under announcements ASX Code 'SYS".

Alternatively election forms to receive a free hard copy of the Company's Annual report (including the Financial Report) are available from the Registered Office.

#### 2. ELECTION OF DIRECTORS

Pursuant to ASX listing rule 14.4 and the Constitution of Syngas Limited, a Director must not hold office without re-election past the third Annual General Meeting following the director's appointment or three years whichever is longer or at least one-third of the existing directors must retire by rotation irrespective of when they were appointed. A director who retires in accordance with these requirements may offer themselves for re-election.

Accordingly, Mr Cox is due to retire at the end of the meeting and offers himself for re-election to the Board.

#### Item 2(a): Michael Cox BSc LLB

Michael Cox was appointed to the Board in April 2012 and appointed as Chairman in May 2012 and took on the executive functions in May 2013 following the de-merger with BioSyngas Ltd and the resignation of Merrill Gray as Managing Director.

#### **Board recommendation**

The non-candidate directors unanimously support the re-election of Mr Cox.

#### Item 2(b): Mr Drago Panich B.Eng MSc

Mr Panich was appointed as a non-executive Director on 8 May 2013.

Drago Panich is an experienced mining engineer with extensive experience in the extractive industry. His career has included several years as a lecturer in Mining Engineering at the University of New South Wales.

#### **Board recommendation**

The non-candidate directors unanimously support the election of Mr Panich.

#### 3. REMUNERATION REPORT

The Remuneration Report is contained within the director's report of the Annual Report, including the required presentation of the remuneration tables, and additional information is set out in Note 16 to the financial statements.

The vote on this item is advisory only and does not bind the Directors or the Company.

However, the outcome of the vote and comments made by Security holders on the Remuneration Report at the meeting will be taken under advisement by the Directors when formulating future remuneration policies.

In addition, if 25% or more of votes that are cast are voted against the adoption of the Remuneration Report at two consecutive AGMs, Security holders will be required to vote at the second of those AGMs on a resolution (a "Spill" Resolution) that another meeting be held within 90 days at which all the Company's Director's must present themselves for re-election. Security holders are not required to vote on a spill resolution at this Meeting.

The Company encourages all Security holders to cast their votes on this Resolution.

#### Who can vote on Resolution 2 (Voting Exclusions)?

Subject to the Constitution and Corporations Act, all Security holders can vote on Resolution 2 except Key Management Personnel ("KMP") and their closely related parties. KMP are those persons having authority and responsibility for planning, directing and controlling activities of Syngas, directly or indirectly, including any director (whether executive or otherwise) of the Syngas.

Closely Related Parties are defined as the spouse or child of the KMP, a step child, a dependant of the KMP's family who may be expected to influence, or be influenced by the KMP in their dealings with Syngas and a company controlled by the KMP.

If you choose to appoint a proxy, you are encouraged to direct your proxy how to vote on Resolution 2 by marking one of the boxes "For", "Against" or "Abstain" on the Proxy Form for that Resolution.

#### **Undirected proxies**

The Chairman of the meeting will exercise any undirected proxies for this resolution where a Security holder has expressly authorised the Chairman to exercise the proxy even if the resolution is directly or indirectly connected with the remuneration of a member of the KMP. Otherwise any undirected proxies held by the Chairman of the meeting, other directors or other KMPs or any of their related parties will not be voted on this Resolution.

#### **Directors' recommendation**

The Directors unanimously recommend that the Security holders pass Resolution 2 to adopt the Remuneration Report.

**\$ and cents** means an amount in Australian currency.

**Annual Report** means the Company's Annual financial report, directors' report, remuneration report and auditor's report for the financial year ended 30 June 2013.

ASX means ASX Limited (ACN 000 943 377).

**ASX Listing Rules** or **Listing Rule** means the Official Listing Rules of the ASX.

**Board** means the board of directors of the Company.

#### **Business Days** means:

- (a) for determining when a notice, consent or other communication is given, a day that is not a Saturday, Sunday or public holiday in the place to which the notice, consent or other communication is sent; and
- (b) for any other purpose, a day (other than a Saturday, Sunday or public holiday) on which banks are open for general banking business in Sydney.

Company means Syngas Limited ABN 41 062 284 084.

**Constitution** means the constitution of the Company at the date of these Explanatory Notes.

Corporations Act means Corporations Act 2001 (Cth).

**Directors** means the directors of the Company.

**Explanatory Notes** means these Explanatory Notes.

**Management** means the management of the Company.

**Member** means a Security holder of the Company.

**Notice of Annual General Meeting** means the Notice of Annual General Meeting accompanying these Explanatory Notes.

**Ordinary Resolution** means a simple majority of those Security holders present and entitled to vote either in person or by proxy at the meeting, either on a show of hands or on a poll if one is called in accordance with applicable requirements.

**Resolution** means a resolution in the Notice of Annual General Meeting which requires Security holder approval.

**Share** means a fully paid ordinary share in the Company or an equivalent paid up value of a partly paid share.

**Security Holder** means any person holding Shares.

Syngas means Syngas Limited ABN 41 062 284 084.



**Syngas Limited** ABN 41 062 284 084

⊢ 000001 000 sys MR SAM SAMPLE **FLAT 123** 123 SAMPLE STREET THE SAMPLE HILL SAMPLE ESTATE SAMPLEVILLE VIC 3030

# Lodge your vote:



# By Mail:

Computershare Investor Services Pty Limited GPO Box 242 Melbourne Victoria 3001 Australia

Alternatively you can fax your form to (within Australia) 1800 783 447 (outside Australia) +61 3 9473 2555

For intermediary Online subscribers only (custodians) www.intermediaryonline.com

### For all enquiries call:

(within Australia) 1300 850 505 (outside Australia) +61 3 9415 4000

# **Proxy Form**

£ For your vote to be effective it must be received by 9.00am (AEDST) Wednesday 27 November 2013 €

# **How to Vote on Items of Business**

All your securities will be voted in accordance with your directions.

#### Appointment of Proxy

Voting 100% of your holding: Direct your proxy how to vote by marking one of the boxes opposite each item of business. If you do not mark a box your proxy may vote as they choose. If you mark more than one box on an item your vote will be invalid on that item.

Voting a portion of your holding: Indicate a portion of your voting rights by inserting the percentage or number of securities you wish to vote in the For, Against or Abstain box or boxes. The sum of the votes cast must not exceed your voting entitlement or

Appointing a second proxy: You are entitled to appoint up to two proxies to attend the meeting and vote on a poll. If you appoint two proxies you must specify the percentage of votes or number of securities for each proxy, otherwise each proxy may exercise half of the votes. When appointing a second proxy write both names and the percentage of votes or number of securities for each in Step 1 overleaf.

A proxy need not be a securityholder of the Company.

# **Signing Instructions**

Individual: Where the holding is in one name, the securityholder must sign.

Joint Holding: Where the holding is in more than one name, all of the securityholders should sign.

Power of Attorney: If you have not already lodged the Power of Attorney with the registry, please attach a certified photocopy of the Power of Attorney to this form when you return it.

Companies: Where the company has a Sole Director who is also the Sole Company Secretary, this form must be signed by that person. If the company (pursuant to section 204A of the Corporations Act 2001) does not have a Company Secretary, a Sole Director can also sign alone. Otherwise this form must be signed by a Director jointly with either another Director or a Company Secretary. Please sign in the appropriate place to indicate the office held. Delete titles as applicable.

# Attending the Meeting

Bring this form to assist registration. If a representative of a corporate securityholder or proxy is to attend the meeting you will need to provide the appropriate "Certificate of Appointment of Corporate Representative" prior to admission. A form of the certificate may be obtained from Computershare or online at www.investorcentre.com under the information tab, "Downloadable forms".

Comments & Questions: If you have any comments or questions for the company, please write them on a separate sheet of paper and return with this form.

Turn over to complete the form →





Update your securityholding, 24 hours a day, 7 days a week:

www.investorcentre.com

**View the Annual Report:** 

www.syngas.com.au

Your secure access information is:

SRN/HIN: 19999999999



PLEASE NOTE: For security reasons it is important that you keep your SRN/HIN confidential.

MR SAM SAMPLE FLAT 123 123 SAMPLE STREET THE SAMPLE HILL SAMPLE ESTATE SAMPLEVILLE VIC 3030

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| the Meeting as<br>proxy on Reso | s my/our pro<br>olution 2 (exc   | xy (or the Chair<br>cept where I/we   | ected proxies on remuneration rel<br>man becomes my/our proxy by defa<br>have indicated a different voting into<br>per of key management personnel, v      | ault), I/we expressly authorise the ention below) even though Reso                     | e Chairman to exercise my/our  |
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| 2 Ite                           | ms of B                          | usiness                               | PLEASE NOTE: If you mark the Al behalf on a show of hands or a poll  | <b>bstain</b> box for an item, you are direc<br>l and your votes will not be counted i | ting your proxy not to vote on your n computing the required majority.                                       |
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| The Chairman o                  | of the Meetina i                 | intends to vote all                   | available proxies in favour of each item o   | of business.   |  |
|                                 |                                  |                                       | available proxies in favour of each item o   |  |  |

**Computershare** 

**Director/Company Secretary** 



Contact

Name

**Sole Director and Sole Company Secretary** 

Contact

Daytime

Telephone

Director